

**PROFESSIONAL MATRIX  
FOR  
VOCATIONAL ADMINISTRATOR  
EMPLOYMENT STANDARD**

Vocational Administrator \_\_\_\_\_

System \_\_\_\_\_

Date \_\_\_\_\_

<b>Content Indicator Code</b>	<b>Activities Which Demonstrates Knowledge Expertise</b>	<b>Sample Activities</b>	<b>Time Frame</b>	<b>Points Credit</b>	<b>Points Limit</b>	<b>Evidence</b>
1	Vocational Program Supervision	<ul style="list-style-type: none"><li>* Formal evaluation of vocational teachers</li><li>* Supervisor of vocational program</li></ul>	7 yrs pre/ 3 yrs post employment as vocational administrator	5 pts per year	30 <b>(minimum of 15 required)</b>	
2	Vocational Related College Coursework	<ul style="list-style-type: none"><li>* Content / subject area</li><li>* Subject area pedagogy (methods)</li><li>* Students with disabilities</li><li>* Students in special populations</li><li>* Organization and administration of vocational education programs</li><li>* Supervision in vocational education</li><li>* Curriculum development in vocational</li><li>* History and philosophy of vocational education</li></ul>	Post Bachelor Degree	2 pts per semester hour	40	
3a	Employment Experience - Post High School	<ul style="list-style-type: none"><li>* Previous employment experience outside education completed prior to employment as vocational administrator</li></ul>	N/A	6 pts per year	18 <b>(minimum of 6 required)</b>	
3b	Employment Experience	<ul style="list-style-type: none"><li>* Employment experience outside education completed after employment as vocational administrator</li></ul>		2 pts per 240 hours		
4	Career Ladder Evaluation	<ul style="list-style-type: none"><li>* Career Ladder II</li></ul>	N/A	5	5	
		<ul style="list-style-type: none"><li>* Career Ladder III</li></ul>		10	10	
5	Perkins Report Card Data	<ul style="list-style-type: none"><li>* Exceed local performance core indicator(s) during reporting period(s) being measured while in the position of vocational administrator</li></ul>	N/A	1 pt per indicator receiving an <b>"E"</b>	20	

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6	Staff/Professional Development	<ul style="list-style-type: none"><li>* Participation in professional/staff development pertaining to vocational area or addressing subgroup needs of vocational area</li><li>* Presenter/facilitator of activity above ( in addition to above )</li><li>* Membership regional, state, or national vocational organization</li><li>* Officer or Board Member in organization above ( in addition to above )</li><li>* Attendance at conference with vocational content</li><li>* Presenter at above conference ( in addition to above )</li><li>* Attend district, regional, or state VSO competition as observer</li><li>* Serve as a judge for district, regional, or state VSO competition ( in addition to above )</li><li>* Attend vocational department meeting</li><li>* Presenter at above meeting</li><li>* Visit post-secondary vocational institution</li><li>* Attend WFI meeting</li><li>* Serve on WFI committee</li></ul>	7 yrs pre/ 3 yrs post employment as vocational administrator	1 pt per event per year	(minimum of 20 required)	
		<ul style="list-style-type: none"><li>* Participation in TASL Academy with vocational content</li><li>* Attendance at fall / winter / spring vocational director conference</li><li>* Attend Tech Prep Conference</li><li>* Attend vocational study council meeting</li></ul>		1 pt per day (maximum 2 pts per event)	(minimum of 20 required)	

Content	Activities Which					
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Indicator Code	Demonstrates Knowledge Expertise	Sample Activities	Time Frame	Points Credit	Points Limit	Evidence
7	Professional Leadership / Vocational Administrator Activity	<ul style="list-style-type: none"><li>* SIP/SACS committee member</li><li>* SIP/SACS chair ( in addition to above )</li><li>* Vocational evaluation committee member</li><li>* Vocational evaluation committee chair ( in addition to above )</li><li>* Organize/facilitate vocational advisory committee meeting</li><li>* Preparation of approved Local Plan or Addendum</li><li>* Preparation of Annual Improvement Report</li><li>* Preparation of state inventory</li><li>* Preparation of LEA Competency Attainment Composite Report</li><li>* Preparation of Carl Perkins compliance monitoring</li><li>* Preparation of local vocational budget</li><li>* Preparation of 12th Grade Concentrator Report</li><li>* Preparation of Concentrator Follow-up Report</li><li>* Supervision of completion of MIS Forms</li><li>* Coordinate local career fair</li><li>* Attend district/regional career fair</li><li>* Participation in formation of new articulation agreement</li><li>* Acquire a grant with vocational emphasis</li><li>* Presenter at a feeder school registration/orientation</li><li>* Visit a school with work-based learning courses</li><li>* Establish a worked-based learning program</li><li>* Complete technology training for submission of data required by Perkins</li></ul>	7 yrs pre/ 3 yrs post employment as vocational administrator	1pt each per year	40 (minimum of 20 required)	
TOTAL POINTS ACCRUED (At least <b>120</b> required for Vocational Administrator Employment Standard)						

\_\_\_\_\_  
Approved by Director of Schools ( or Designee )

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by Assistant Commissioner of Education

Note: Applicant must make satisfactory progress by earning a minimum of **40** points per year and all required **120** points must be earned by the end of 3rd year.

Total Points End of First Year \_\_\_\_\_

\_\_\_\_\_  
Reviewed by Director of Schools

\_\_\_\_\_  
Date

Total Points End of Second Year \_\_\_\_\_

\_\_\_\_\_  
Reviewed by Director of Schools

\_\_\_\_\_  
Date

# PROFESSIONAL MATRIX FOR VOCATIONAL ADMINISTRATOR EMPLOYMENT STANDARD

[illegible]

# PROFESSIONAL MATRIX FOR VOCATIONAL ADMINISTRATOR EMPLOYMENT STANDARD

Points Accrued

11/11/2019

## Accrued

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Date